



TOWN OF JACKSON PLANNING & BUILDING DEPARTMENT

TRANSMITTAL MEMO

Town of Jackson

- Public Works/Engineering
- Building
- Title Company
- Town Attorney
- Police

Joint Town/County

- Parks and Recreation
- Pathways
- Joint Housing Dept

Teton County

- Planning Division

- Engineer
- Surveyor- *Nelson*
- Assessor
- Clerk and Recorder
- Road and Levee

State of Wyoming

- Teton Conservation
- WYDOT
- TC School District #1
- Game and Fish
- DEQ

Federal Agencies

- Army Corp of Engineers

Utility Providers

- Qwest
- Lower Valley Energy
- Bresnan Communications

Special Districts

- START
- Jackson Hole Fire/EMS
- Irrigation Company

Date: October 6, 2023

Item #: P23-179

Planner: Katelyn Page

Phone: 733-0440 ext. 1302

Email: kpage@jacksonwy.gov

Owner

Eclipse JH, LLC
PO Box 991
Jackson, WY 83001

Applicant

Serenity Development
1180 Gregory Lane
Jackson, WY 83002

REQUESTS:

The applicant is submitting a request for a Basic Use Permit for Retail use for the property located at 175 S Glenwood St. #102 PIDN: 22-41-16-33-1-75-cnd

For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.

Please respond by: October 26, 2023 (with Comments)

RESPONSE: For Departments not using SmartGov, please send responses via email to:
planning@jacksonwy.gov



PLANNING PERMIT APPLICATION
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

For Office Use Only

Fees Paid _____

Date & Time Received _____

Application #s _____

Please note: Applications received after 3 PM will be processed the next business day.

PROJECT.

Name/Description: **UNIT 102 BUILD-OUT**

Physical Address: **175 S GLENWOOD ST, UNIT 102 JACKSON, WY**

Lot, Subdivision: **11-12, BLK-2, WORT-2**

PIDN: **22-41-16-33-1-75-cnd**

PROPERTY OWNER.

Name: **ECLIPSE JH LLC** Phone: **307-699-2320**

Mailing Address: **PO Box 991, Jackson, WY** ZIP: **83001**

E-mail: **karen@cnoteoffice.com**

APPLICANT/AGENT.

Name: **SERENITY DEVELOPMENT MGMT** Phone: **310-844-8594**

Mailing Address: **1180 GREGORY LN** ZIP: **83002**

E-mail: **KEVIN@SERENITYINC.COM**

DESIGNATED PRIMARY CONTACT.

Property Owner Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson.com/200/Planning

Use Permit

Basic Use

Conditional Use

Special Use

Relief from the LDRs

Administrative Adjustment

Variance

Beneficial Use Determination

Appeal of an Admin. Decision

Physical Development

Sketch Plan

Development Plan

Design Review

Subdivision/Development Option

Subdivision Plat

Boundary Adjustment (replat)

Boundary Adjustment (no plat)

Development Option Plan

Interpretations

Formal Interpretation

Zoning Compliance Verification

Amendments to the LDRs

LDR Text Amendment

Map Amendment

Miscellaneous

Other: _____

Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: _____ Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

N/A Application Fee. Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

Notarized Letter of Authorization. A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-PDF>.

Response to Submittal Requirements. The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

Development Plan P18154 previously mitigated retail suits for parking at retail rate + housing mitigation

Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

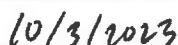
Under penalty of perjury, I hereby certify that I have read this application and associated checklists and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of Teton County to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.



Signature of Property Owner or Authorized Applicant/Agent

Kevin Treinen

Name Printed



Date

Project Manager

Title



Town of Jackson
150 E Pearl Avenue
PO Box 1687, Jackson, WY 83001
P: (307)733-3932 F: (307)739-0919
www.jacksonwy.gov

Date: 10/3/2023

LETTER OF AUTHORIZATION

NAMING APPLICANT AS OWNER'S AGENT

PRINT full name of property owner as listed on the deed when it is an individual OR print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual

Being duly sworn, deposes and says that Eclipse JH LLC is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 175 S Glenwood St, Unit 102 Jackson, WY

Legal Description: Lots 11-12, BLK-2, WORT-2

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Serenity Development Mgmt

Mailing address of Applicant/agent: 1180 Gregory Ln, Jackson WY 83002

Email address of Applicant/agent: kevin@serenityinc.com

Phone Number of Applicant/agent: 310-844-8594

Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified in this(these) application(s) at the premises listed above:

Development/Subdivision Plat Permit Application Building Permit Application

Public Right of Way Permit Grading and Erosion Control Permit Demolition Permit

Other (describe) Planning Permit Application

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

Property Owner Signature

Other, Eclipse, LLC

Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Wyoming)

) SS.

COUNTY OF Teton)



The foregoing instrument was acknowledged before me by NOA STARYK this 4 day of October. WITNESS my hand and official seal.

Kelli L Hardwick
Notary Public

My commission expires: 2/16/28

Project Narrative – 175 S. Glenwood St. Unit 102

Hi Katelyn,

Please see attached housing mitigation form.

The proposed use for suite 102 located at 175 S Glenwood St will be a retail clothing store. The space is currently in a warm shell condition and only requires adding additional lighting. This project is new construction in CR-1 zoning and should have already been reviewed for commercial retail use during development.

Thanks,

Kevin Treinen

Serenity, Inc

UNIT 102 BUILD-OUT

175 S GLENWOOD ST, UNIT 102 JACKSON, WY

ISSUED FOR PERMIT

9.25.2023

SCOPE OF WORK	ZONING ANALYSIS	PROJECT DATA	APPLICABLE CODES BY JURISDICTION
1. RETAIL SPACE BUILD-OUT IN EXISTING BUILDING - ALL WORK IS INTERIOR - NO STRUCTURAL WORK IS PROPOSED	<p>LEGAL DESCRIPTION: LOTS 11-12, BLK-2, WORT-2 PIDN 22-41-16-33-1-75-cnd</p> <p>JURISDICTION: TOWN OF JACKSON TOJ ZONING: CR-1</p>	<p>STORIES: 1 INTERIOR FLOOR AREA: 1,445 SF OCCUPANCY: RETAIL</p> <p>SPRINKLERS: YES (EXISTING NOT TO BE DISTURBED)</p>	<p>ZONING CODE BUILDING CODE ENERGY CODE MECHANICAL CODE ELECTRICAL CODE PLUMBING CODE ACCESSIBILITY CODE FIRE PROTECTION CODE WILDLIFE</p> <p>TETON COUNTY LAND DEVELOPMENT REGULATIONS, LATEST EDITION 2021 IBC WITH LOCAL AMENDMENTS, LATEST EDITION 2021 IECC WITH LOCAL AMENDMENTS 2021 IMC WITH LOCAL AMENDMENTS 2021 NEC WITH LOCAL AMENDMENTS 2021 IPC WITH LOCAL AMENDMENTS 2009 ICC A117.1 2021 IFC WITH LOCAL AMENDMENTS 2021 ICC WUIC</p>

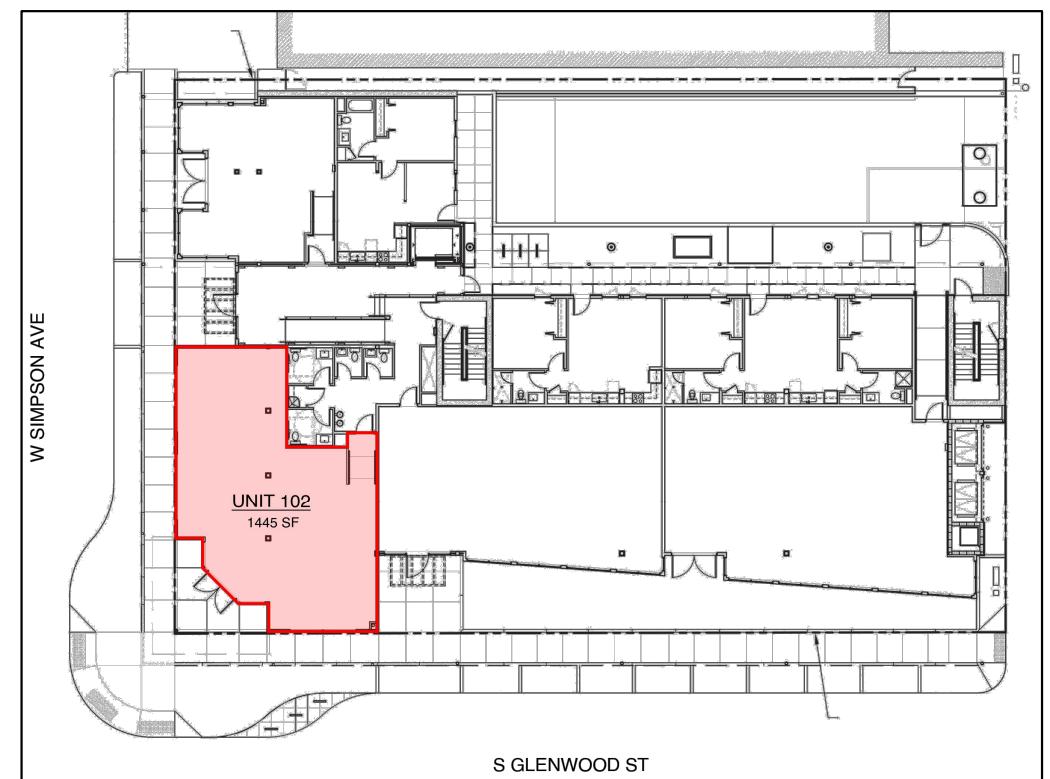
GENERAL NOTES:

1. ALL DIMENSIONS ARE TO GRIDLINES OR OUTSIDE OF FRAMING/STRUCTURE UNLESS OTHERWISE NOTED
2. DO NOT SCALE THE DRAWINGS
3. ALL EXISTING FIELD CONDITIONS TO BE VERIFIED BY GC PRIOR TO WORK

ENERGY CODE INFORMATION:

THE BUILDING ENVELOPE HAS BEEN PREVIOUSLY APPROVED AND IS COMPLETE - NO WORK PROPOSED HAS ANY AFFECT ON THE ENERGY PERFORMANCE OF THE BUILDING (ALL WORK IS INTERIOR)

PROJECT CONTEXT (175 S GLENWOOD ST):



DRAWING SHEET INDEX

COVER SHEET

A0.00	CONTEXT PLAN
A1.00	FLOOR PLAN
A1.10	RCP W/MECH
E1.00	ELECTRICAL PLAN
G1.00	ACCESSIBILITY NOTES

AREA MAP

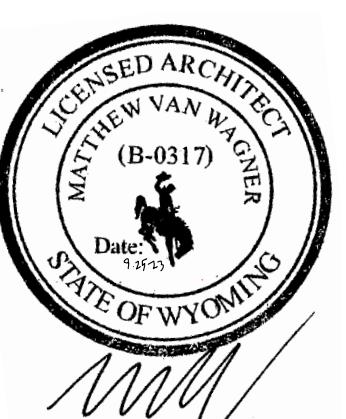


PROJECT TEAM MEMBERS

OWNER	ECLIPSE JH LLC PO XXXX JACKSON, WY 83001
GENERAL CONTRACTOR	SERENITY, INC PO 7122 JACKSON, WY 83002
ARCHITECT	REPLY DESIGN PO 4551 JACKSON, WY 83001

PROFESSIONAL CERTIFICATIONS

ARCHITECT'S STATEMENT
THIS IS TO CERTIFY THAT I HAVE PREPARED THESE PLANS AND TO THE BEST OF MY KNOWLEDGE CONFORM TO LOCAL BUILDING CODE REQUIREMENTS



reply design

GENERAL ELECTRICAL NOTES:

1. ALL DIMENSIONS ARE TO CENTER OF FIXTURE UNLESS OTHERWISE NOTED.
2. ALL OUTLETS TO BE LOCATED 16" A.F.F. UNLESS OTHERWISE NOTED
3. ALL INTERIOR OUTLETS TO BE TAMPER RESISTANT RECEPTACLES
4. PROVIDE EQUIP GROUNDING CONDUCTORS AS REQUIRED BY NATIONAL ELECTRICAL CODE
5. PROTECT ELEC PENETRATIONS IN FIRE RATED WALLS TO MAINTAIN FIRE RATING
6. PROVIDE MIN CLEARANCE OF 30" WIDTH AND 36" DEPTH FOR PANELS ACCESS
7. GC/ELECTRICIAN TO VERIFY ALL POWER REQUIREMENTS AND OUTLET LOCATIONS FOR ALL APPLIANCES AND EQUIPMENT
8. ELECTRICIAN TO VERIFY VOLTAGE DROP REQ AND SIZE CONDUCTORS ACCORDINGLY
9. VERIFY ALL FIXTURE LOCATIONS W/ ARCHITECT PRIOR TO ROUGH-IN
10. ARCHITECT TO BE NOTIFIED IF FIELD CONDITIONS DO NOT ALLOW INSTALLATION OF FIXTURES/EQUIPMENT
11. ALL FACEPLATES TO BE SCREWLESS UNLESS OTHERWISE NOTED
12. ELECTRICIAN TO PROVIDE GROUND
13. ELECTRICIAN TO PROVIDE TEMP POWER DURING CONSTRUCTION
14. ALL SMOKE DETECTORS TO BE INTERCONNECTED AND TO BE COMBINATION SMOKE AND CO DETECTOR
15. VERIFY FINAL TRIM FINISHES WITH ARCHITECT AND OWNER PRIOR TO ORDERING

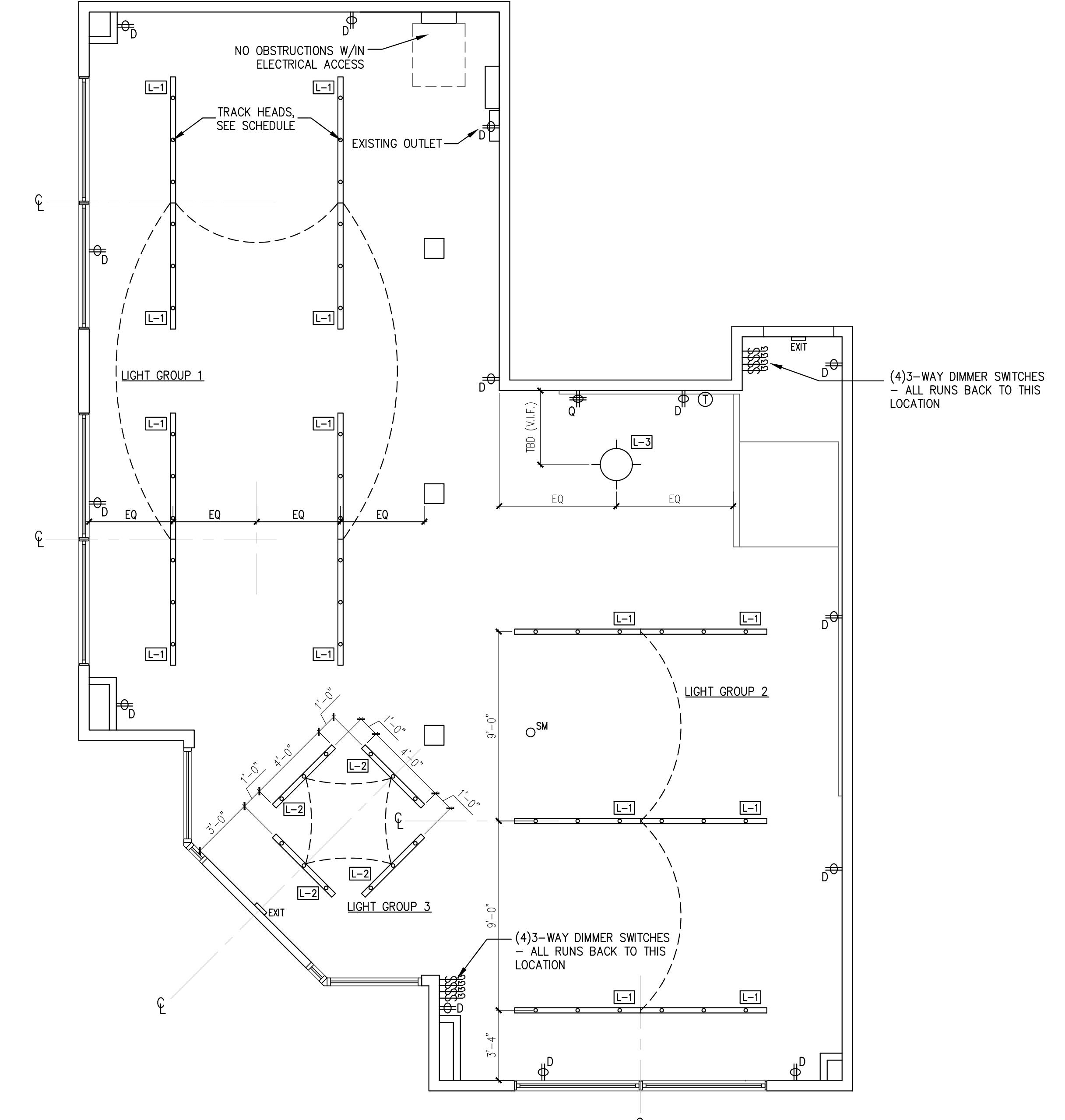
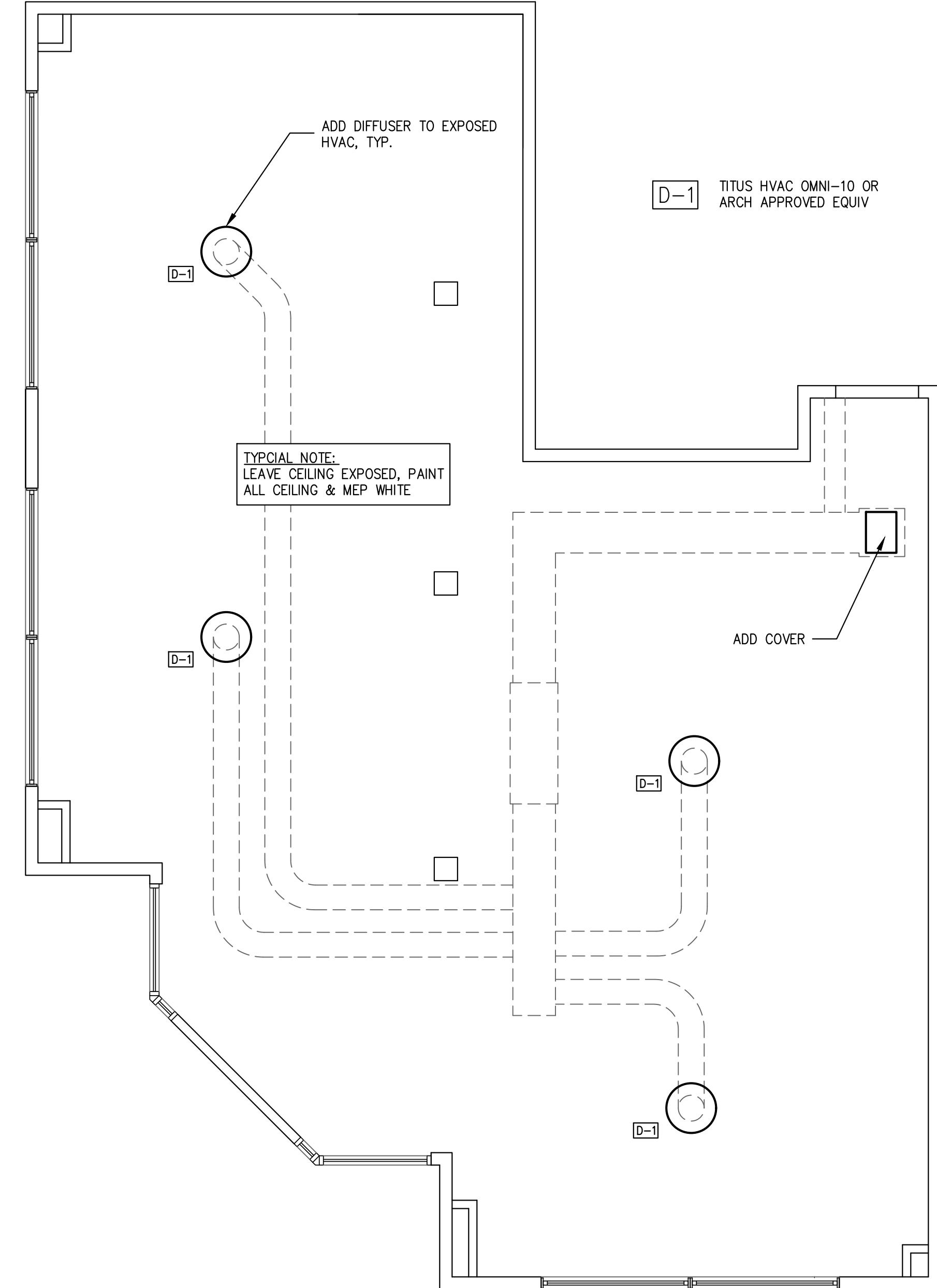
ELECTRICAL SCHEDULE

TYPE	ID	SYMBOL	DESCRIPTION	MFR	FINISH	PROVIDED BY	QTY
OUTLETS							
D	Φ		TYP. DUPLEX OUTLET TAMPER RESISTANT RECEPTACLE	LUTRON	WHITE	ELECTRICIAN	13
Q	‡		TYP. QUAD OUTLET TAMPER RESISTANT RECEPTACLE	LUTRON	WHITE	ELECTRICIAN	1
LIGHTING							
L-1	□		6 FT LINEAR TRACK - H TRACK	WAC	WHITE	ELECTRICIAN	14
			CHARGE LED LINE VOLTAGE TRACK HEAD - 3 PER TRACK	WAC	WHITE	ELECTRICIAN	42
L-2	□		48" CHARGE LED 3-LIGHT TRACK KIT	WAC	WHITE	ELECTRICIAN	4
L-3	○		HERACULEUM LINEAR PENDANT	MOOOL		OWNER	1
SENSORS							
SM	○		EXISTING INTERCONNECTED COMBO SMOKE/CO DETECTOR	-	-	-	-
SWITCHES							
	§		MAESTRO LED+ DIMMER SWITCH, 3-WAY	LUTRON	WHITE	ELECTRICIAN	8
THERMOSTATS							
T	①		NEST THERMOSTAT, 50" A.F.F.	GOOGLE	WHITE	ELECTRICIAN	1
SIGNAGE							
EXIT			EXISTING EXIT SIGN	-	-	-	-

CEILING NOTES:

ALL STRUCTURAL/MECHANICAL HAS BEEN PREVIOUSLY PERMITTED AND COMPLETED

FIRE SPRINKLERS/ALARM HAVE BEEN PREVIOUSLY PERMITTED AND COMPLETED (NOT TO BE AFFECTED BY ANY NEW WORK)



ISSUED DATE	ISSUED FOR
9.25.2023	ISSUED FOR PERMIT
PROFESSIONAL SEAL	
UNIT 102 BUILD-OUT	
175 S GLENWOOD ST, UNIT 102 JACKSON, WY	
2307	Project No.
MVW	Drawn By
Discipline	Drawing No.
ME 1.00	
Drawing Name	
ELECTRICAL & MECHANICAL	

Housing Mitigation Plan

updated 1/8/21

Development of a new house, hotel, or commercial space generates the need for employees. The construction workforce builds the space, the commercial workforce or residential service workforce works in the space, and first responders are needed to protect the space. Only about 27% of the employees generated by development can afford housing in the community, but the community's "community first" character goal is that 65% of employees live locally. To bridge this affordability gap, each development is required to include affordable workforce housing proportional to the employees it generates. These housing mitigation requirements are established in Division 6.3 of the Land Development Regulations. This worksheet is intended to assist in meeting the requirements for a project. However, an error in the worksheet does not amend the actual standard; if you find an error please notify the Planning Department. Fill in the highlighted cells, all the other cells will autopopulate.

Calculating the Requirement (Sec. 6.3.2 & 6.3.3)

Step 1: Location

Town of Jackson

The applicable regulations vary by jurisdiction please identify the location of your project using the above dropdown options.

The required housing is based on the existing and proposed use of the site. Step 2 is to enter the existing use and Step 3 is to enter the proposed use. Section 6.3.2 of the LDRs establishes the applicability of the affordable workforce housing standards and Section 6.3.3 establishes the specifics on calculation of the requirement. Enter each use in its own row, add rows if needed. If a building has multiple units with the same use, describe each unit in its own row. (For example: if a duplex is composed of a 2,300 sf attached unit and a 1,700 sf attached unit, put each unit in its own row do not put in 4,000 sf of attached single-family.) If a unit type (e.g. apartment floor plan, or commercial tenant space) is replicated exactly multiple times, you may use the "Use Quantity" column to avoid adding multiple rows.

Step 2: Existing Development

Housing is only required for new development. Please describe the existing use of the site so that it can be credited from the housing requirement. The definition of existing use is Section 6.3.2.A.1 of the LDRs. Generally, the existing use to enter is the use with the highest housing requirement that either existed in 1995, or has been permitted since 1995. Please attach proof of existence.

Existing Use (Sec. 6.3.2.A)	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Retail	0.000216*sf	0	1445	1	0.312

Existing Workforce Housing Credit 0.312

Step 3: Proposed Development

Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

Proposed Use	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Retail	0.000216*sf	0	1445	1	0.312

Affordable Workforce Housing Required: 0.000 units

Fee-in-Lieu Amount: \$ -

If the amount of required affordable workforce housing is less than one unit, you may pay the above fee in-lieu of providing the required housing. If you elect to pay the fee, your Housing Mitigation Plan is complete. If the requirement is greater than one unit, or you would like to provide a unit to meet the requirement, please proceed to the [Unit Type Sheet](#).